



North Dakota Department of Health HIPAA Policy

Policy Title:	Workstation/Server Security and Use	
Policy Number:	S-006	Version: 1.0
Reference:	45 CFR 164.310 (c)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH requires all workstations and servers that access electronic information systems have physical safeguards in place that will restrict access to unauthorized users who must use that workstation in an appropriate manner for the purposes of completing assigned job functions.

Exceptions:

None

Procedure:

- Workstations that are used to access protected health information (PHI) must not be setup in a public access area.
- All unattended NDDoH servers must be manually secured by a password or automatically lock out user access after a maximum period of three (3) minutes of inactivity. A valid password will be required to regain access to the server.
- All unattended NDDoH user workstations must either be turned off or secured by a password, if the user plans to be away from the workstation for a period of more than five (5) minutes.
- All unattended NDDoH user workstations that are shared by two employees must either be turned off, secured by a password or the monitor must be turned off, if the employee(s) plans to be away from the workstation for a period of more than five (5) minutes.
- User accounts will be temporarily disabled after 3 invalid sign on attempts. These disabled accounts must be manually reset by the system administrator or can be automatically reinstated after a predefined period of time.

- Workstation monitors that are used to access PHI systems should not face in a direction that makes visual access available to unauthorized users.
- Any individual or entity that has been authorized to use an NDDoH workstation must comply with the NDDoH policy governing the “Use of Electronic Communication Devices” that is outlined in the NDDoH Personnel Policy Manual.
- PHI must not be permanently stored on the local hard drive of a portable workstation that is not permanently assigned to a specific individual, which includes laptops, tablet PCs, and handheld PCs.

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health

Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium.

Individually Identifiable Health Information – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual

User Workstation – A computer permanently assigned to a specific individual or group of no more than two individuals.